



Request for Proposals

RFP#01-03

Mini-Grants
Release date: July 2, 2001

Children and Families Commission of El Dorado County
4111 Creekside Drive, Suite B
Shingle Springs, California 95682
(530) 672-8298
Fax # (530) 672-8576

**Children and Families Commission of El Dorado County
RFP #01-03 Mini-Grants**

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Tentative Schedule of Events

Release RFP	July 2, 2001
Mandatory Proposers' Conference	July 23,24 2001
Letter of Intent deadline	August 3, 2001
Proposal Submission Deadline	August 17, 2001
Funding Recommendations Presented to Commission	September 10, 2001
Contract Start Date	October 1, 2001

I. GENERAL INFORMATION

A. Introduction

Proposition 10, passed by voters in November 1998, imposed a fifty-cents per pack sales on tobacco. The funds collected from this revenue are expected to support pregnant women and early childhood development services for California children ages birth-5 years. The goal of the program is to prepare all California children to enter school healthy and ready to learn.

B. The Children and Families Commission of El Dorado County

Prop. 10 funds are allocated on a formula basis to local county commissions. In El Dorado County, the Board of Supervisors on December 8, 1998 established the Children and Families Commission of El Dorado County (hereafter referred to as the "Commission") to administer the county's Prop. 10 funds.

The Commission's vision statement is, *"The people of El Dorado County will promote nurturing, stable and loving family environments so that all children enter school physically and emotionally healthy, read to learn and thrive."* Its mission statement says, *"The Children and Families Commission of El Dorado is committed to improving the lives of young children and their families through countywide comprehensive, integrated systems, early childhood development support, and information and services."*

C. Strategic Plan Results (Goals) and Objectives

Prop. 10 requires that county Commissions develop a strategic plan that addresses three distinct areas: 1) improved child health; 2) improved family functioning; and 3) improved child development. The emphasis is on comprehensive, integrated planning and service delivery for children birth to 5 years and their families.

The strategic plan, adopted in October 2000, implemented a results-based accountability framework. A results-based accountability model means the Commission will support efforts that can help answer end-questions about results that essentially ask, What difference did our work make? Are children and families in El Dorado County better off as a result of Prop. 10 efforts? Accordingly, the Strategic Plan has the following four goals, which are stated in the Plan as Results:

- 1. Children birth to 5 years of age will be healthy.**
- 2. Children will live in strong families.**
- 3. Children will be learning and ready for school.**
- 4. Children will be supported in and by their community through a comprehensive, integrated system of programs and services.**

D. Funding Allocation Plan

It is anticipated that El Dorado County will receive approximately \$1.7 million per year.

In its allocation planning process, the Commission identified several funding categories and plans to issue Requests for Proposals (RFPs), such as this RFP, to award contracts. The activities for which contracts will be awarded under this RFP (RFP #01-03) are described below. Proposers are strongly encouraged to review the Commission's entire Strategic Plan to see how these strategic activities fit in. The Plan can be found at www.cffc.ca.gov (click on El Dorado County) or can be obtained by contacting the Commission at 530-672-8298.

II. PROGRAM OVERVIEW

A. Purpose

This purpose of RFP #01-03, the Mini-grant Program, is to provide opportunities for building capacity for agencies and organizations serving young children and their families in geographically diverse areas of the county. The Commission is seeking proposals from organizations/entities that increase communities' abilities to offer high quality community-based programs and services geared toward the needs of this population. Proposers must demonstrate an understanding and connection of their project activities to the Desired Results and show evidence of community collaboration.

The nature of this RFP is intended to fit projects that are short-term, one-time-only, single-purpose, and straight forward. Strategies listed in the Strategic Plan that strengthen or increase capacity, build infrastructure or promote collaboration could include planning, equipment, training, data gathering and so forth. Projects that require ongoing support, and are more complex are best suited under Direct Services grants to be released at a later time.

B. Scope of Funding and Contract Term

Approximately \$200,000 is available to support projects under this RFP. The maximum amount a proposer may request is \$25,000. The Commission reserves the right to award contracts in a lesser or higher amount. Proposers may submit more than one proposal under this RFP if the purposes of the projects are substantively different.

The term of the contracts issued as a result of this RFP will be from October 1, 2001 to September 30, 2002.

III. PROPOSER ELIGIBILITY

To apply for funds under this RFP, proposers may be a non-profit or for-profit community-based organization, association, agency, corporation, business entity, college, university, or a municipality or unit of government serving the residents of El Dorado County. Non-profit, public charity, religious and other similar organizations exempt from federal income tax under section 501 (C)(3) of the Internal Revenue Code must submit proof of their non-profit status.

IV. MANDATORY PROPOSERS' CONFERENCE

A mandatory Proposers' Conference will be held on two different dates in two locations in the county as follows:

July 24, 2001

9:30 a.m. – 11:00 a.m.

County Office of Education
6767 Green Valley Road
Conference Room B
Placerville, CA

July 23, 2001

10:00 a.m. – 11:30 a.m.

County Library
1000 Rufus-Allen Blvd.
South Lake Tahoe, CA

The purpose of the Proposers' Conference is to answer questions and clarify any confusion about this RFP. Potential proposers may also direct any questions to the Commission in writing as follows:

Children and Families Commission of El Dorado County
4111 Creekside Drive, Suite B
Shingle Springs, California 95682
(530) 672-8298

Questions may also be sent by fax to (530) 672-8576. **Questions must be received by 4:00 p.m. July 25, 2001.**

A summary of the issues raised and questions answered about this RFP at the Proposers' Conference, as well as a summary of previously submitted questions and the responses will be sent to all persons in attendance at the conference. The written summary will be the official response to all questions, including those answered verbally. If for any reason it becomes necessary for the Commission to amend or modify this RFP prior to the proposal submission deadline, the Commission will issue an addendum to this RFP and send it to all persons/organizations who attended the Proposers' Conference.

V. MANDATORY LETTER OF INTENT

In order to be eligible for funding under this RFP, a proposer must have first submitted a timely Letter of Intent to submit a proposal. **The Commission must receive this Letter of Intent by 4:00 p.m., August 3, 2001.** The purpose of the Letter of Intent is to help the Commission to plan for the proposal review process.

A separate Letter must be submitted for each project proposed under this RFP. Letters should be no more than 1 page, printed or typed on agency letterhead, and signed by an official authorized to bind the organization/entity. Please include the following:

- A brief summary of the proposed project;
- The anticipated amount of funding requested

Letters of Intent should be mailed or hand delivered, Faxed or e-mailed letters will not be accepted. For *mailed* or hand delivered letters, please use the following address:

RFP #01-03 LETTER OF INTENT
Children and Families Commission of El Dorado County
4111 Creekside Drive, Suite B
Shingle Springs, California 95682

VI. PROPOSAL SUBMISSION

A. Format of Proposal

1. Submit one (1) original proposal and five (5) copies. A “proposal” is defined as containing the following completed forms:
 - (a) The Proposal Cover Sheet (Attachment 1)
 - (b) The Proposal Form (Attachment 2)
 - (c) The Budget Request Form (Attachment 3)
2. Proposals must be typed, not hand written. Please allow at least 1-inch margins at the top, bottom and sides, and use at least an 11-font size. Faxed or e-mailed copies are not acceptable.
3. Do not put proposals in binders or rubber bands. A simple clasp is acceptable.
4. All forms that require signatures must be signed in ink in the original proposal package by an official authorized to bind the organization/ entity. Signature stamps are not acceptable. The five additional copies may include photocopied signatures.

<p>*Applicants who have Word 98 capabilities may request forms be E-mailed, or a copy on disc.</p>

B. Content of the Proposal

To simplify and facilitate proposal writing, a proposal “form” is included (Attachment 2) for use in responding to this RFP. The form will instruct and act as a guide in preparing the required proposal content.

C. Proposal Submission Instructions

Proposals (original and five copies) must be assembled together, placed in one package and submitted as follows:

Applications should be mailed or delivered to:

RFP #01-03 Mini-Grant

Children and Families Commission of El Dorado County
4111 Creekside Drive, Suite B
Shingle Springs, California 95682

Proposal packages can be mailed or hand delivered, but regardless of the postmark date, must be received by the Commission by 4:00 p.m., August 7, 2001. Late proposals will not be read.

D. Proposal Evaluation and Award Process

Shortly after the proposal submission deadline, the Commission and an evaluation committee will review and score each proposal. The evaluation categories and the maximum number of points possible for each are as follows:

<u>Category</u>	<u>Maximum Score</u>
Community Profile and Needs	15 points
Agency Description/Capability	15 points
Staffing and Staff Qualifications	15 points
Project Description/Scope of Work	35 points
Evaluation Plan	10 points
Budget/Funding Request	<u>10 points</u>
	100 points

A proposal must attain a minimum score of 75 points to be considered for funding under this RFP.

VII. MISCELLANEOUS INFORMATION

1. Issuance of this RFP does not constitute a commitment by the Commission to award contracts if in its sole judgement proposals do not meet the purpose of this RFP or the Strategic Plan goals. The Commission reserves the right to reject any or all proposals or to modify the amount of funding requested if it is in the best interest of the Commission to do so.
2. The agency or organization submitting a proposal agrees that by submitting a proposal, it authorizes the Commission to verify any or all information given in the proposal.
3. The Commission reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

PROPOSAL COVER SHEET

(Complete the Proposal Cover Sheet. Make this the front cover of your proposal)

**CHILDREN AND FAMILIES COMMISSION
OF EL DORADO COUNTY**

**RFP #01-03
Mini-Grants**

Name of Applicant Organization

Telephone No.

Program Contact Person/Title

Telephone No.

Organization Address

Fax No.

City

Zip Code

E-mail of Contact Person

\$ _____

Amount of Mini-grant Requested

____/____/____ to ____/____/____
Contract Period Requested

Indicate the general region your proposal will address:

☐ County-Wide ☐ South Lake Tahoe ☐ Divide ☐ Placerville-north ☐ El Dorado – north

Type of Business/Agency:

☐ Individual ☐ Private/Non-Profit ☐ Private for Profit ☐ Corporation ☐ Partnership
☐ other _____

Name of Person Who Will Sign the Contract

Title

Signature of Person Who Will Sign the Contract

Date

Which Strategic Plan Result(s) Area Will be Primarily Benefitted
by this Request (✓ all that apply)

- ☐ Healthy Children
☐ Strong Families
☐ Children Learning and Ready for School
☐ Service Integration/Coordination

***Proposal Deadline:
4:00 p.m., August 17, 2001***

PROPOSAL FORM

(Use this form to type your proposal. Answer the questions briefly, but clearly.)
(One page per question may be used.)

1. Community Profile and Needs Statement

- a) Describe the needs of the community(ies) to be served *as it relates to the Strategic Plan Result area(s) being addressed*. For example, what resources (services/programs) related to children birth-5 and their families are most lacking? What are the main reasons for this?
- b) Identify the other agencies/organizations that currently provide similar services/programs within the community, and explain how this project will avoid duplication.

2. Agency Description/Capability (15 points)

- a) Provide a brief history and description of your organization (purpose and mission and services provided). List the Board of Directors. Attach a copy of your organizational chart.
- b) How many pregnant women and children birth to 5 were served by your organization during the year 2000?

- c) Provide 1 or 2 examples of past accomplishments or a current project that relates to the purpose of this RFP and demonstrates your capability to carry out the proposed project.

3. Staffing and Staff Qualifications (15 points)

- a) Identify the names and titles of the staff who will be most involved in this project. What role will each play?

- b) Describe the relevant experience and abilities of these staff persons to carry out the proposed project.

4. Project Description/Scope of Work (35 points)

- a) What is the purpose for which funds are requested? Describe your proposed project and the steps and timeline you will take to implement it.

- b) . Explain whether it is an existing project/ program that will be expanded, or whether this is a new project. Will it increase the type of services offered to the same number of clients now being served? Or, will it increase the number of clients currently served. Or, will it do both?

5. Evaluation Plan (10 points)

- a) What results for children and families in El Dorado County do you expect to achieve as a result of this Mini-Grant, and how does this tie to the goals of the commission? Describe how you will determine (measure) what you accomplished in this project.

6. Budget/Funding Request (10 points)

- a) Complete the Budget Form (Attachment 3) showing the amount you are requesting from the Commission.
- b) Will any other funds be available to help support this project?
___ No ___ Yes (if “yes,” please identify:)*
 the amount: \$ _____
 and source: _____
- c) Explain here any item in the budget whose purpose may not be obvious or clear.

* An agency match is not required.

FUNDING REQUEST BUDGET INFORMATION*(Complete this form)*

FISCAL YEAR 2001-2002 COST OF THIS PROPOSAL		
EXPENSE CATEGORIES	TOTAL OF ALL PROJECT COSTS	TOTAL COSTS TO BE FUNDED BY THIS REQUEST
SALARY		
FRINGE		
OPERATING SUPPLIES		
EQUIPMENT PURCHASE		
COMPUTER SOFTWARE		
OCCUPANCY (RENT, INS, UTILITIES, ETC.)		
TRAVEL		
TRAINING		
REAL PROPERTY ACQUISITION		
LIABILITY/OTHER INSURANCE		
EVALUATION		
INDIRECT		
OTHER(SPECIFY)		
TOTALS	\$	\$